

DD/A 79-2699
16 August 1979

CDP # 9-1240

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Services Staff

FROM : [REDACTED] STATINTL
Career Management Officer, DDA
(DDA Representative on the Financial Disclosure Review Panel)

SUBJECT : Conflict of Interests - Employment and Financial
Interest Statements

REFERENCES : A. Memorandum, same subject, from Deputy General Counsel,
dtd 6 August 1979

B. [REDACTED] STATINTL

1. As outlined in Reference A (copy attached), each year certain
Agency employees at pay levels of GS-13 or higher are required by Executive
Order 11222 and [REDACTED] to file financial interest statements (Form 2630)
that reflect their financial interests as of 30 June.
STATINTL

2. Employees at GS-16 or above have recently completed financial
disclosure reports under the Ethics Act and need not file a Form 2630.
Agency personnel now required to file such statements (Form 2630) are those
personnel in grades GS-13, GS-14 or GS-15 as further defined in Paragraph 3
of Reference A, attached.

3. It is requested that your instructions require submission of
all statements to you by 7 September and that you complete your review
not later than 5 October. Upon review, each statement should be marked
as reviewed and approved and show the date of such action and the initial
or name of the approving official. The statements may then be filed in
your office, as heretofore.

4. Those statements that do indicate a conflict or raise a question of conflict of course cannot be marked as approved. Such statements should be forwarded to the undersigned to take up with the Office of General Counsel and the Financial Disclosure Review Panel.

5. In compliance with Paragraph 6 of Reference A, please submit to me by 10 October a report which contains the names of your employees required to file statements, the number received and the results of your review including the number approved and those awaiting final resolution. I will compile these lists for the Directorate and submit to the Office of General Counsel as required.



STATINTL